

## DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814  
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December 13, 1977

ALL-COUNTY LETTER NO. 77-55 (Adult Prog. Mgt.)

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: ADULT AID CASE RETENTION

## REFERENCE:

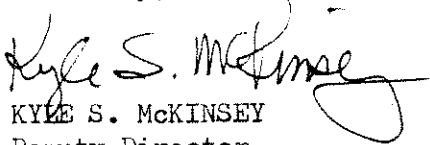
Chapter 869 of the Statutes of 1977 (AB 1719), revises the retention period required for closed public assistance records. Regulations implementing this new state law have been filed with the Secretary of State and will be effective January 1, 1978. Advance copies of these regulations have been mailed to all counties.

After January 1, 1978, counties will be required to retain case records for four years rather than five, except in instances where case records are needed to resolve outstanding issues. In such cases counties may be directed by DBP to retain needed case records beyond the normal four year retention period.

Because it is expected that the adult case records (OAS, ATD and AB) will be needed for final resolution of several pending issues, you are hereby directed to retain all such records beyond January 1, 1978, and until further notice.

We are currently evaluating several alternatives for storage of these records and will advise you when the final plan for their disposition is complete.

Sincerely,

  
KYLE S. MCKINSEY  
Deputy Director

cc: CWDA